



**Applicant Services Center**  
700 Fifth Avenue, Suite 2000  
P. O. Box 34019  
Seattle, WA 98124-4019  
**Phone:** (206) 684-8850  
**Hours:** M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

## Master Use Permits – General Responsibilities

**Screening Responsibilities:** These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an appointment. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the appointment time constraints.

**“Project stoppers”** are corrections that require a substantial redesign.

**Applicants** are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

**LU Screener:** Responsible for content and completeness of Land Use Application forms using ArcView to verify zoning designation, overlays, site conditions and characteristics. Screen plans using the “Master Use Permit Screening and Submittal Checklist and Standards” form. Review “Pre-site” inspection notes for Land Use issues and Pre-submittal Conference notes. Review and verify for accuracy the application tab, Land Use Notice, routing and component information. Review and verify the contact person and parcel tab, application information (on tab) and project description. Verify project description and notice language on Land Use Worksheet. Review and verify corrections identified in the Addressing Records Worksheet.

## Master Use Permits - General Requirements

### Screening Overview (SCOPING):

#### Cover Sheet Completed

- Project Address matches the Address assigned by DPD.
- Portions of Coversheet completed including, Contact information, Project Number of Initially Approved Project, Floor Area, Grading, and Information etc.

#### Forms – All forms must be completed (Including but not limited to)

- Financial Responsibility Form
- Owner Authorization Form
- No Protest Agreement If the Street is not developed with curbs, sidewalk etc.
- Pre-application Site Inspection Report.
- Request to SPU for Water Availability Form

#### Project matches Addressing Review

- Address on all plan sheets match DPD Project Address.
- Legal Description matches legal description reviewed by Addressing.
- Site Plan matches Site Plan reviewed by Addressing.

#### Site Plan, Floor Plan and Elevations agree

- Verify that the grade lines shown on the elevation match the specific site.

#### Plans are Microfilmable

- Good print contrast.
- Lettering is a minimum 1/8<sup>th</sup> inch.
- Site plan is drafted at a minimum 1/8<sup>th</sup> inch or 1:10.
- Minimum 1/4 inch scale for all other plans

#### Plans Required

- Identical sets of plans with complete coversheets and stapled on left side
- Extra Site Plan for Seattle Transportation if Street Improvements are required.

#### All Plans and Notes Indicated in Screening Checklist are Included

## Land Use Code Analysis and Documentation

The following notes and calculations are required to demonstrate compliance with the Land Use Code. Dimensions and documentation on plans should clearly support your calculations. If the reviewer has to do the calculations, rather than spot check them for accuracy, the review will take longer.

Req Prov

### General Information

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify zoning of property                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify zoning and use of adjacent properties |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify development standards departures      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify uses and provide square footages      |

### Street Level Uses

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify street level use  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify percentage of street front street level use                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify depth of street level uses, provide calculations of averaging if applicable |

### Blank Façade / Transparency

- |                          |                          |                                   |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Provide transparency calculations |
|--------------------------|--------------------------|-----------------------------------|

### Density Calculations

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify lot area   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required minimum lot area per dwelling (i.e. 1/800 sq. ft., 1/1,200 sq. ft.)           |
| <input type="checkbox"/> | <input type="checkbox"/> | Calculations for allowed density (i.e. 5,600 sq. ft. lot area / 800 sq. ft. per unit = 7 units) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed density (i.e. 5 units)  |

### FAR Calculations

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify lot area                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify total gross floor area                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify bonus areas and square footages if applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exemptions                                    |

### Lot Coverage

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations of area of all principal and accessory structures |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify allowed lot coverage                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed lot coverage                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions   |

### Structure Height

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify maximum structure height allowed |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed structure height        |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions                       |

### Sloping lot height bonus documentation

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of low grade wall  |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of high grade wall   |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for difference between average high and average low elevations                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify distance between average low point and average high point   |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for slope on lot (difference in average elevations divided by distance between these points) |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for additional height allowed (slope of lot divided by .06)                                  |

**Land Use Code Analysis and Documentation - continued**

Req Prov

**Structure Width**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify allowed structure width                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for proposed structure width                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify if modulation standards met to increase structure width |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions  |

**Structure Depth**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify depth of property   |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for proposed structure(s) depth (structure depth / Property depth) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify allowed structure depth   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions  |

**Setbacks / yards****Front**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required front setback(s) / yards   |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide calculations if front setback / yard is an average of adjacent structures  |
| <input type="checkbox"/> | <input type="checkbox"/> | If front yard averaging dimension distances from all portions of building to front property line on adjacent sites used in averaging calculations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed front setback / yard   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. bay windows) and demonstrate code compliance for these features   |

**Rear**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required rear setback / yard                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed rear setback / yard                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these features |

**Side**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify depth of lot   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify depth of structure   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify height of structure  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required side setback / yard for each side                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these features |

**Cluster**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify width of facing facades  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required setback(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these features |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations for required setback                                      |

**Screening and Landscaping**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Calculation of required landscaping  |
| <input type="checkbox"/> | <input type="checkbox"/> | Calculations of proposed landscaped areas                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify percent of ground cover, number of trees, and number of shrubs    |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify number of street trees proposed                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of dumpsters and recycling containers and proposed screening |

**Open Space**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify required open space  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify proposed open space  |
| <input type="checkbox"/> | <input type="checkbox"/> | Show open space calculations  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these exceptions |

**Land Use Analysis and Documentation - continued**

Req Prov

**Light and Glare**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify areas to be screened (i.e. parking areas, recycling areas, interior garage lighting, etc) |
|--------------------------|--------------------------|--|

**Parking and Access**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Calculations of required parking  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify square footage of uses   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify number of units  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify parking factor based on number of units                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Show calculations of average unit size for non-townhouse projects                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify number of parking spaces provided  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify size of spaces provided (i.e. 10 spaces at 8' X 16', 3 spaces at 7.5' X 15') |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance                              |

**Site Plans - Provide the following:****General Information**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vicinity map   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project description  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Applicant's name, address, and phone number  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Owner's name, address and phone number   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project site address   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Scale 1" = 10' or 1/8" = 1'  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legal description(s) (include easement legal description and recording number)   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Existing and proposed easement location and dimension (side yard, ingress and egress, pedestrian access, etc.)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | King County Assessor's Parcel Number (APN)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North Arrow  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify and dimension all property lines. Show their bearings   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show location, size and species (common name) of all trees on site greater than 6" diameter measured 4.5 feet above the ground (required for new development on vacant land) |

**Street and alley information**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Names of adjacent streets   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Street and Alley right-of-way width   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Street, alley improvement type, and width (asphalt, concrete, gravel, 24' wide, or specify "unimproved")          |
| <input type="checkbox"/>            | <input type="checkbox"/> | Sidewalk type, width, distance from property line(s) or specify "no sidewalk"                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | Curb height and type (concrete, asphalt, rolled, etc. or specify "no curbs")                                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Curbscut width and distance from adjacent property lines  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Label curbcuts as "existing" or "proposed"  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify planting strip width   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show street trees and identify as "existing" or "proposed"  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify all physical restrictions to site access (utility poles, rockeries, street trees, Metro bus stops, etc.) |

**Site Plans - continued**

Req Prov

**Utilities – Show existing and proposed**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer mains (sanitary only or combination)                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm drains and catch basins                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Water mains, fire hydrants and water meter                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Utility poles (light, power, street light, signals, and transit) |
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater disposal system or detention                          |

**Development Information**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension distances from all portions of the building to front, side, and rear property lines   |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, chimneys, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify accessory structures and dimension distances from other structures and property lines  |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension distances between structures on property  |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate structure to be removed  |
| <input type="checkbox"/> | <input type="checkbox"/> | Label any assumed property lines  |
| <input type="checkbox"/> | <input type="checkbox"/> | Label and dimension surface parking space(s), driveways, parking aisles   |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify slope of driveway  |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of screening of parking (i.e. Fence, shrubs or identify exceptions being used)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Label and dimension rockeries, site retaining walls, fences, arbors, trellises, patios, walkways, etc.                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and dimension all window wells, fireplaces, chimneys, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Caliper and species of exceptional and significant trees  |

**Height details**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify existing and finished grade at each building corner   |
| <input type="checkbox"/> | <input type="checkbox"/> | For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof decks if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | For flat roofs, - identify elevation at top of roof structure, top of roof decks if applicable                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify elevation at top of all rooftop features  |

**Additional requirements - Sloping lot height bonus details**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and identify the average elevation point on high grade wall             |
| <input type="checkbox"/> | <input type="checkbox"/> | Locate and identify the average elevation point on low grade wall              |
| <input type="checkbox"/> | <input type="checkbox"/> | Show and dimension line between average high point and average low point       |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide topographic survey with 2 foot contours (minimum) by licensed surveyor |

**Open Space**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Label and dimension required open space                         |
| <input type="checkbox"/> | <input type="checkbox"/> | For ground related housing, identify unit the open space serves |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate location of trees, shrubs, and groundcover             |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide open space calculations                                 |

**Site Plans - continued**

Req Prov

**Landscaping**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identify common and scientific names of proposed landscaping |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify size and quantity of plantings proposed             |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify soil mix  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide key to landscape symbols used                        |

**Floor Plans - Provide the following:****General Information**

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | Scale 1/4" = 1'                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify uses of all spaces on each floor |
| <input type="checkbox"/>            | <input type="checkbox"/> | Specify area of work                      |

**Floor plan information**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension floor plans for each floor (if floors are identical, label as "Typical")                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify interior dimensions (inside surface of exterior walls) of floor plans for existing and proposed structures |

**Elevation Views - Provide the following:****General Information**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Scale 1/4" = 1'  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and label north, south, east, and west elevation views  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show and dimensions exterior architectural features  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Indicate slope of pitched roofs  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Show location of doors and windows.  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify the elevation of each floor   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify existing and finished grade lines   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Identify the elevation of the existing and finished grade at each building corner                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | For pitched roofs – identify elevation at top of plate, top of roof peak(s) and all rooftop features   |
| <input type="checkbox"/>            | <input type="checkbox"/> | For flat roofs – identify elevation at top of roof structure, top of parapets and all rooftop features |
| <input type="checkbox"/>            | <input type="checkbox"/> | Height of setback / yard exceptions from existing or finished grade, whichever is lower                |

**Section - Provide the following:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a driveway section showing driveway slope including crest and sag |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a section showing parking aisle slope                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a section showing _____   |